

12 JAN 1976

MEMORANDUM FOR: Chief, Policy and Plans Group

SUBJECT : A&TD Monthly Report Submission  
December 1975

PERSONNEL BRANCH

1. Vacancy notices were prepared and distributed on seven professional positions and no clerical positions. We received 24 professional responses to the notices.

2. The Career Board recommendations for promotions from GS-13 to GS-14 were approved by the Director of Security and were handed out on 4 December 1975.

3. During December, there were three QSI's awarded to Security careerists.

4. [REDACTED] on the five new categories to be used in competitive evaluations was published and distributed. The OS Supplement to the [REDACTED] was revised to reflect these new categories.

5. The Manpower Utilization Study of the registry, mail and courier functions within OS was completed and recommended changes have been proposed. A study of the receptionists' duties has been started.

6. The Director of Security presented Agency Service Certificates and Federal Service pins at six separate meetings. Mr. Gambino talked to each group and answered questions from the floor. Pictures of the ceremonies are ready and will be distributed in the near future.

7. The OS Professional Applicant Review Committee (PARC) is in full swing and has reviewed 98 applicant files to date and interviewed four applicants in December.

8. [REDACTED], a personnel officer trainee, has been detailed to the Personnel Branch until the end of January for on-the-job training and an insight into how a line personnel office operates.

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BUDGET & FISCAL

Call for FY 1977 Congressional budget estimates was received early in December, approximately one month earlier than had been the case in recent years. Due date for submission to the Office of Comptroller is 12 January 1976. Except for deletion of [REDACTED] previously budgeted for [REDACTED] in FY 1977, other adjustments were confined to the personal services area, primarily additions required to cover 1975 pay act costs. As a result of Congressional action, the amount budgeted for temporary/part-time employees is restricted.

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TRAINING BRANCH

1. The second annual Security Officers Training Course (SOTC) concluded on 23 December 1975, with a presentation by the Deputy Director of Security. The course content will be analyzed, the student critiques reviewed, and a memorandum prepared containing recommendations for the 1976 running of the SOTC.

2. The Chief, Training Branch, met with representatives of the Physical Security Division and the Office of Medical Services to discuss the revision of part of the two-day briefing session entitled "Security Briefings for Overseas Travellers." It is planned to place more emphasis on the Terrorism Threat affecting Agency personnel overseas.

[REDACTED]  
Deputy Chief, Administration and  
Training Division

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